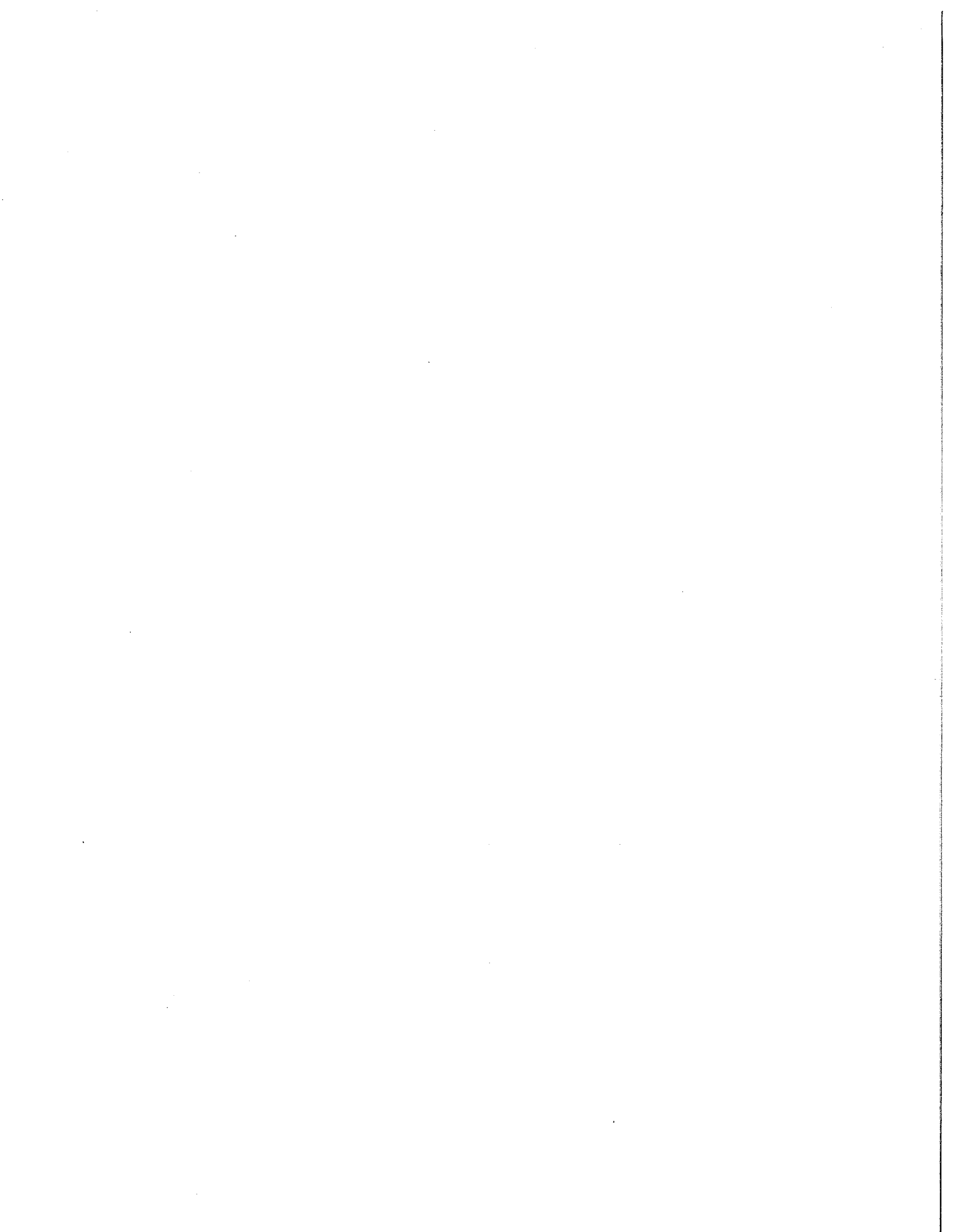




# Weekly Management Report

## March 8, 2024

- 1. Notice** Special Meeting of the Burbank-Glendale-Pasadena Airport Authority on March 4, 2024  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Memo** Landlord-Tenant Commission Meeting on February 5, 2024  
**Community Development Department**





February 29, 2024

CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, March 4, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of March 4, 2024

Airport Skyroom

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## AGENDA

Monday, March 4, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. ITEMS FOR COMMISSION APPROVAL

- a. Revised Amendment to Airport Use Agreement and Replacement Airport Use Agreement Templates *[See page 1]*

***Staff seeks Commission approval of revised templates for an Amendment to Airport Use Agreement ("AUA Amendment") and replacement Airport Use Agreement ("Replacement AUA"), and authorization for the Executive Director to execute the AUA Amendment and the Replacement AUA with participating airlines subject to any clerical revisions deemed necessary or appropriate by Authority General Counsel.***

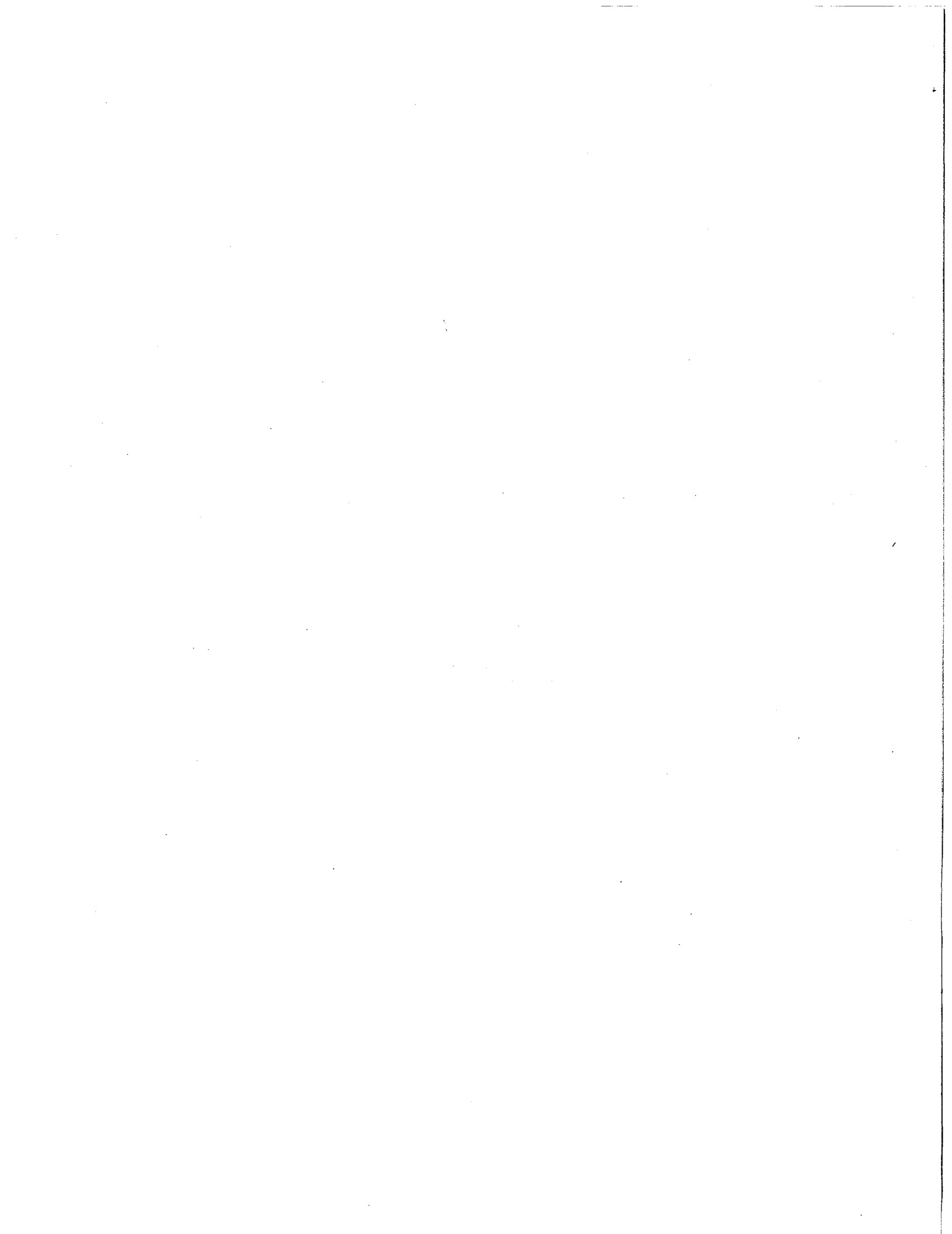
- b. Selection of Underwriting Pool for Airport Revenue Bonds for Replacement Passenger Terminal Project and 2024 Bonds Underwriting Syndicate *[See page 3]*

***At its February 29, 2024 special meeting, the Finance and Administration Committee ("Committee") voted unanimously (3-0) to recommend that the Commission accept the recommendations (as set forth in the attached memorandum) from Public Resources Advisory Group ("PRAG"), the Authority's independent Municipal Advisor, regarding the selection of:***

- ***Firms that will be part of the pool of potential underwriters (the "Pool") for the General Airport Revenue Bonds ("GARBS") that the Authority will issue for the Replacement Passenger Terminal ("RPT") Project, and***
- ***Firms to be selected, from the Pool, that will form the underwriting syndicate for the initial GARBS that the Authority plans to issue in 2024 ("2024 Bonds").***

***PRAG recommends the following. The syndicate for the 2024 Bonds will be comprised of seven firms, consisting of: (i) BofA Securities as lead senior manager; (ii) J.P. Morgan Securities and Ramirez & Co. as co-senior managers; and (iii) Barclays Capital Inc., Loop Capital Markets LLC, RBCCM, and Siebert Williams Shank & Co., LLC as co-managers.***

6. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)
7. PUBLIC COMMENT
8. ADJOURNMENT



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** February 22, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – February 5, 2024

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- The meeting had no members from the public over Zoom. One member of the public attended the in-person meeting and gave an overview of what took place during the Landlord and Tenant Ad-Hoc Roundtable meeting. He also thanked Housing staff for putting together such a successful meeting.
- The Commission provided updates on two tenant forms received last month related to rent increases and common area utility charges.
- Staff provided the Commission with a copy of the current revised version of the FAQ document. Housing staff mentioned that the document will be reviewed with the collaboration of the City Attorney's Office and can take some time until they provide the finalized version.
- Housing staff provided a reminder to the Commission on the importance of the Boards, Commission, and Committees attendance policy found in the handbook guide.
- The Commission decided to agendaize two additional agenda items for the March 4<sup>th</sup> meeting. The first item is pertaining to the Boards, Commission, and Committees attendance policy. The second item is a discussion regarding common area utilities charges and information on Ratio Utility Billing Systems (RUBS).
- The Commission approved the draft minutes of January 8, 2024.
- The meeting adjourned at 07:18 p.m.